

Mount Saint Vincent

Early Learning Center

4159 Lowell Blvd | Denver, CO 80211 | 303-458-7220 ext. 363



Parent Handbook

2017-2018



Mount Saint Vincent Early Learning Center Handbook for Families

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Welcome

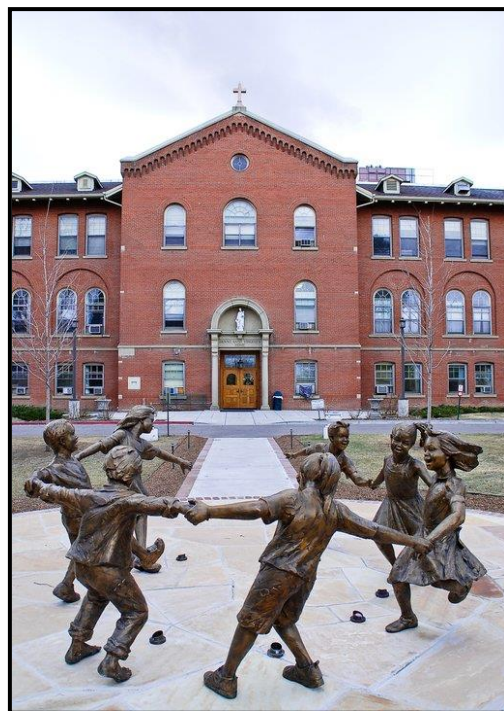
Dear Families,

Welcome to Mount Saint Vincent Early Learning Center! Our program was established in 2004 and was designed to support the growing need for quality early childhood programs in the Denver Metro area. We are pleased that you're enrolling your child in our excellent school.

Mount Saint Vincent Early Learning Center is a child-centered program that respects and supports each child's individual needs and actively promotes children's success. We believe that children learn from supportive relational experiences derived from positive community, family, and teacher involvement. Our Early Learning Center provides an environment rich in meaningful and unique opportunities that encourage exploration, creativity, and growth in all aspects of child development.

These are some of the most important years of your child's growth and development. We recognize this fact and offer you our support. Quality early childhood education is a fundamental component for building a lifelong love of learning and we look forward to having you join us as we work together in building a strong foundation for your child's future!

Sincerely,
Rachel Gillen
Early Learning Center Director
rgillen@msvhome.org
(303) 458-7220 ext. 363



Mount Saint Vincent Early Learning Center's Program Goals and Curriculum

As a program we hope to provide each child who walks through our doors the chance to learn and grow in a safe and fun environment. Preschool is the chance for every child to play, have fun, and develop a life-long love of learning in an environment that promotes social-emotional development. At the end of your child's time at MSV, we hope they leave with a "tool box" full of social-emotional tools that will help them in the classroom, at home, and in the community. We truly believe that a child's first step to being academically successful is growth and development in their social-emotional world.

Another piece of our program is kindergarten readiness. We have curriculum in place to help your child get ready for kindergarten. This includes math, writing, literacy, gross and fine motor, science, and social studies. For our overall curriculum that gives staff objectives and standards to meet we have *Creative Curriculum*, which is a play and project based curriculum. Our assessment tool, *Teaching Strategies Gold*, aligns directly with *Creative Curriculum* and allows staff to place a child on a scale from birth to five years old. This tool is used at parent-teacher conferences three times a year. Our Literacy Curriculum, *Zoo Phonics*, helps your child learn their letters and letter sounds by associating each letter with a zoo animal. These tools and many others are in place to help your child have the best preschool experience and enter kindergarten ready to learn!





Policies and Procedures

Our Program

Mount Saint Vincent Early Learning Center is licensed by the Colorado Department of Human Services to provide full day, quality care and education for children 3-5 years of age. MSV Early Learning Center is a child centered and play based program that encourages parent involvement. We have an open door policy and encourage parents to visit their child at school or assist with/plan classroom activities at any time. Parents are welcome to join us on field trips as well as planned activities such as birthday or holiday parties. If you are interested in any of the above, please contact a member of the ELC staff.

Hours of Operation and School Closures

The Mount Saint Vincent Early Learning Center (MSV ELC) is a year round program. Our full day program is open Monday thru Friday from 8am to 3:30pm and our extended day program is open Monday thru Friday from 7am to 6pm. For the 2017-2018 school year, MSV ELC is closed on the following holidays:

- Monday, September 4th-Labor Day
- Thursday, November 23rd-Thanksgiving
- Friday, November 24th-Thanksgiving
- Monday, December 25th-Christmas
- Tuesday, December 26th-Christmas
- Monday, January 1st-New Years
- Monday, May 28th-Memorial Day
- Tuesday, July 4th-Independence Day

There is also no school due to teacher planning days approximately nine times a year. There is no reduction in tuition for the days we are closed. MSV ELC is closed the following days in 2017-2018 for teacher planning days:

- Monday, July 17th
- Friday, August 18th
- Friday, September 22nd
- Monday, October 23rd
- Friday, December 15th
- Monday, January 15th
- Monday, March 26th
- Friday, April 20th
- Friday, May 18th

Every attempt is made to open and operate our program on a daily basis. However, if Denver Public Schools are closed due to inclement weather, we will open on a delayed schedule at 9am (extended and full day programs). There is no reduction in tuition on these days. Parents are urged to make arrangements for the care of their children when schedule changes are made (and to provide for the rare situation when it is necessary to close because of a power failure or other circumstances). Emergency contacts should be provided to MSV upon enrollment for situations where parents and/or legal guardians are unavailable. Availability of outside activities is based on weather. If temperatures are too hot or too cold alternate recreational activities will be scheduled within the preschool.

Visitor Policy

As a program, we have an open door policy for parents wishing to visit their child during the school day or volunteer in our classrooms. We believe that it's important for children to see their parent's value and have interest in their child's school. We work with parents to find times that work best with busy work schedules should a parent wish to come in.

MSV is a secure facility. Only the front doors by the main office are unlocked during the day; all other access to the building is by key only. This is for the safety of your child as well as staff. Any visitors to MSV are asked to check in at the main office upon their arrival and will be escorted by an ELC staff member to and from the classroom. Only persons who are listed on the child's authorized pick-up form will be allowed to visit a classroom unless they are from a state agency, (Department of Human Services, Health Department, etc.) or are an approved volunteer, or coach.

Enrollment

MSV ELC enrolls children on a year round basis depending on space. Most spaces open up in mid-August. If there is no space available a family may request to be added to the waitlist. As space becomes available, children will be enrolled based on age and a first come, first served basis. Preference will be given to siblings of ELC alumni and currently enrolled children.

There is a \$100 registration fee due at the time a family is adding their child to the waitlist. This registration fee is non-refundable.

Before a family is enrolled, a pre-enrollment visit will be scheduled that will include a tour and an overview of all required paperwork. This is a time for families to ask any question or bring up any concerns they might have. We do encourage all families to participate in pre-enrollment visits to allow their child to become familiar with the classroom, children, and staff. Parents are required to stay with their child during these visits.

All enrollment paperwork must be turned in at least one week before the child's official start date. This includes a general health appraisal, immunization records, completed I Love You Guys form, and a completed MSV ELC parent handbook. It's the family's responsibility to inform staff when emergency phone numbers and authorized pick-up lists need to be updated. All of the above required paperwork must be updated every 6 months, per Human Services requirement.

We require Emergency Information cards to be updated bi-annually. However, it is necessary for the ELC Director to be notified of any changes in phone numbers, addresses, or employment as they occur. Accurate information is necessary to keep you informed of an emergency situation should it occur, as well as ensuring that your child receives emergency treatment if necessary.

MSV ELC enrolls children on a non-discriminating basis. Children having special medical needs will be admitted if space permits, appropriate accommodations can be made, and a positive experience for the child can be ensured.

Ratios and Classroom Sizes

Mount Saint Vincent's ELC maintains a strict 1 teacher to 8 children ratio during all hours of our school day (7am-6pm). Both Extended Day classrooms (Ocean and Meadow) have 14 children with 3 teachers and our full day program (Jungle) has 10 children with two teachers. Our resource teacher supports in all three classrooms should any class need additional support.

ELC staff are trained and held to the standard of maintaining 1 teacher to 8 children ratio at all times.

Care Giving

As mentioned in the enrollment section, children are placed in classrooms based on a schedule need and space. Children will remain in the same classroom for their entire school experience unless the school and family believes a classroom change is necessary (2-3 years). Teachers are assigned to a specific classroom and are in charge of all classroom aspects. Children will remain with their designated teachers except during closing and opening hours in the extended day program. At this time the Ocean and Meadow classroom will combine and one teacher from each classroom will be with the group. This will allow for consistent communication with families and promotion of emotional bonds between staff and children.

Transitions

Children are placed in classrooms based on learning and schedule needs. It is MSV's practice that the child will remain in that classroom for the duration of their schooling experience. However, if it is determined by the parents/guardians of the ELC staff that a different classroom may better address a child's needs, a child may transition to a new class.

When a child is first enrolled at MSV, families will meet with the ELC Director one month before child's official start date. At this meeting the Director and families will discuss the child's transition into the program and if there is need for any individualization within the transition plan.

Children transitioning into the program are more than welcome to visit their classroom before their official start date, a parent or guardian must be with the child at all times.

When transitions take place from MSV to a kindergarten program or from a classroom to classroom a transition meeting will take place with the relevant ELC staff and the family to ensure that the needs of the child are appropriately met.

Cubbies

Each child will have their assigned cubby in their classroom that is labeled with their name. This is where extra clothes, extra shoes, coats, pillows, and nap time stuffed animals will be kept. Due to the number of cubbies in each classroom, your child may end up sharing a cubby. If your child shares a cubby we ask that all of your child's items are kept in a backpack or in a reusable bag that we can provide. No child's items may touch another child's items in their cubby; this is a Human Services licensing rule.

Toys and personal belongings (outside of clothes) should not be brought to school unless ELC staff has requested certain items or approved items on a case-by-case basis. At NO TIME are children permitted to bring in violent toys such as play guns, knives, swords, etc. MSV is not responsible for lost or damaged items or clothing. All belongings should be labeled with your child's name.

Clothing and Inclement Weather Policies

Children should come to school in comfortable, washable play clothes and shoes suitable for running. Many of our activities are messy! An extra set of clothing should be kept in your child's cubby at all times for accidents and excessively dirty/wet clothes. MSV does have extra clothes for children to wear should they run out but we ask that all MSV clothing is washed and returned.

Inclement weather procedures include staying indoors when temperatures are extremely low or high, as well as having children properly clothed for any given climate condition. MSV does have extra winter clothes for children who do not bring hats, coats, or gloves to school but we do ask that parents ensure that their child has appropriate winter clothing. As a program we try to make it outside as much as possible unless the weather is extremely cold (lower than 32 degrees), or very hot (over 95 degrees). This decision is also dependent on wind and humidity levels.

Rest Time

Children in our full day program nap from 11:30pm to 1:30pm daily, our extended program naps from 12:15pm to 2pm. MSV provides each child with a sheet, blanket, and mat to use during nap time. Your child is welcome to bring a personal blanket and stuffed animal to sleep with, please ensure all personal items are labeled with your child's first and last name. Nap time mats are washed daily and sheets and blankets are washed weekly. All laundry is completed on site.

State licensing rules requires all children to be allowed 20-30 minutes of rest time on their mats. Children in each classroom will be on their mats for this time and after 20-30 minutes children not sleeping will be given quiet time activities to finish nap time. We encourage all children to rest and relax their bodies to have enough energy to finish the day. Please speak to your child's teacher if you have questions.

Guidance of Children

When behavioral concerns arise at school staff are trained to first observe if the behavior is developmentally appropriate or if there is a trigger that is causing the behavior. The policy of MSV is to use positive reinforcement and other positive redirection as a behavior and discipline method. No abusive behavior by staff is tolerated, including spanking and other physical aggressions (e.g. yanking), or verbal aggression, intimidating or aggressive body language. Aggressive behavior by one child toward another or toward staff is also not tolerated. Although we encourage children to resolve their problems independently, we will intervene if children are being unsafe. Children may be placed in a "thinking spot" away from the group if they are aggressive towards other children. A staff member will always be with a child when they are taking space from the group. ELC staff are trained to use de-escalation resources and seek out help from other MSV staff when children have become unsafe and escalated. Parents are also kept informed of their child's aggression towards others. The following techniques are applied when working with children who are having behavior challenges:

1. A directive statement is given to the child which includes a reason for the directive.
2. If the behavior happens again a reminder is given to the child.
3. If the behavior happens a third time, staff will bring the child closer to them to check-in and take some space away from the group.

If a child is aggressive and leaves marks on another child or staff, a parent may be called to pick up their child early. The ELC Director will meet with the parents when this situation occurs. If the child continues to show a pattern of aggression, a safety plan may be implemented with the parents and child to ensure the safety of the classroom and other children. Ultimately, if the safety plan does not address the issue, a transition plan for the child from the center may be requested by the ELC Director.

If a child spends a substantial portion of his/her day needing one-to-one time with an ELC staff due to challenging behaviors, a parent may be called to pick up the child early.

Safety

MSV is a secure facility. Only the front doors by the main office are unlocked during the day; all other access to the building is by key only. Any visitors to MSV are asked to check in at the main office upon their arrival. All visitors must present valid picture identification. This ID will be crossed checked with authorized individuals prior to releasing a student. If Identification does not match our written records the child will not be released. The ELC Director must be notified in a written letter if anyone other than a parent and/or designated emergency contacts listed by the parent or legal guardian will be picking up a child at MSV.

MSV is a substance free campus. This includes, but is not limited to, marijuana, prescription drugs, and alcohol.

When children are attending MSV (on or off grounds) all children must be within sight and sound of preschool staff. Preschool staff members carry an attendance and headcount sheets at all times, including each child's emergency cards with photos. Procedures for monitoring children during transitions include one teacher in the front and one teacher in the back of each line.

Child to staff ratios are required to be 1 teacher: 8 children by the state of Colorado. To ensure best practice, MSV maintains a 1 teacher: 6 children ratio between the hours of 10am and 2pm.

Children are transported by trained staff in our MSV buses and vehicles for class field trips. All children are placed in car seats or boosters. Children may only ride in boosters if they weigh more than 40 pounds. Permission to transport children is given by parents on page 9.

In the event of a fire in the building, all children will be accounted for and then evacuated to the rear parking lot. MSV practices fire drills once a month. In the event of a tornado warning, all preschoolers will be moved to the main building interior hallway, away from all windows and doors. In the event of a lockout (danger in the community) or a lockdown (danger on MSV's campus) staff are trained to follow the "I Love You Guys" training. Children will go through drills for this procedure as well.

If a parent or guardian arrives to take a child from MSV and is obviously under the influence of a substance, MSV reserves the right to keep the child until they are assured the child is not at risk.

In the event that a child is lost, MSV will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the preschool while procedures are followed. This applies to children who are lost on grounds or on field trips or outings off grounds. Head counts and attendance are taken regularly.

Accident and Injury

If your child receives a minor injury at MSV, you will be notified through a written "Ouch Report" as well as verbally by staff by a phone call or at the end of the day. If your child has an accident or injury that is of greater significance, you will be contacted to make the decision as to whether medical attention is required. If your child is involved in a serious situation, 911 will be called and you will be notified immediately. If the preschool staff members have any questions about a child's minor symptoms, they will contact the on-site nurse to examine the child; if this occurs, staff will notify you at the end of the day.

Health and Illness Policy

A current general health appraisal and immunizations must always be on file. This must be on file prior to the child's start date. For children currently enrolled in the program, 30 days from the previous health forms expiration date will be given to update the forms. The date the physical was given must be current within the last 6 months. An immunization form as provided by the Colorado Department of Public Health must also be current and dated with each immunization record; as subsequent immunizations are given, notice must be given to staff. Subsequent statements of your child's health status must be obtained annually for all children under the age of 7. You may also be asked to get a physician's statement whenever the ELC Director has reason to believe your child's condition could be potentially hazardous to others or finds that the general condition of your child indicates the need for examination.

MSV requires that all children enrolled must be up-to-date of ALL vaccinations and we ask that all families provide an up-to-date immunization record for each child. MSV only accepts medical exemptions; we will not accept personal exemptions for immunizations. If a child has a medical exemption for immunizations, families are required to submit the required documentation to the Early Learning Center's nurse.

The State Department's regulation with regard to illness in child care centers reads: "A child who is ill upon arrival must not be admitted or must be separated from other children until the parent or guardian can pick up the child." It is in the best interest of everyone to keep an ill child away from the classroom. This helps reduce the spread of infection to teachers and other children. Please keep a child home if the following symptoms occur: fever, persistent cough, vomiting, diarrhea, sore throat, reddened eyes, or abdominal pain. If your child develops a temperature of 101 or higher or any of the above symptoms while at MSV, or if the preschool staff feel the child may put the other children at risk, a parent will be called to pick up your child. If the parent cannot be reached, the emergency contacts in your child's file will be called. Arrangements will be made for you for an authorized person to pick up your child due to illness.

MSV preschool routinely notifies parents of any communicable diseases that children are exposed to at school. In the event of a more serious disease, we will contact the health department for advice. The health department requires notification of the following diseases: Campylobacter, Giardia, Measles, Meningitis, Mumps, Impetigo, Whooping Cough, Salmonella, TB, Rubella, Hepatitis A and B, and Shigella.

MSV asks that parents/guardians please notify staff if their child will be absent due to illness or vacation. This ensures maintenance of proper staff to child ratio, and also notifies the center of any contagious illnesses that may need to be reported to other parents or the Department of Health. If a child has been absent due to contagious disease, MSV ELC may request a note from the doctor indicating the child is no longer contagious and may return to school.

Medication Policy

The only medication brought to MSV must be the original, prescription-labeled container; medication will be stored in the locked cabinet in the staff office. **DO NOT BRING OVER-THE-COUNTER (OTC) MEDICINES INTO THE PRESCHOOL. DO NOT LEAVE ANY MEDICATION IN A DIAPER BAG, BACKPACK, OR ANY OTHER CONTAINER BROUGHT ON TO THE PREMISES.** If your child has a prescription-labeled medication, you must give it directly to ELC staff, who will immediately secure it in the medicine cabinet in the staff office. A **Medication Request Form** must be signed by the child's physician before the staff is able to administer the medication to your child. Medication will be administered by the ELC Director or another staff member that has completed Medication Administration Training. If you have specific concerns about a medicine your child must receive, please contact the ELC Director.

Field Trips

MSV ELC does plan field trips that pertain to the topic that is currently being studied in each classroom. Staff that drives the MSV buses or vehicles are trained on each vehicle and has proof of a Colorado driver's license and insurance. All staff have current First Aid and CPR training. Children do sit in car seats or boosters depending on weight (children less than 40 pounds must be in car seats). First Aid kits and fire extinguishers remain in vehicles at all times. While groups are off the premises on field trips, cell phones will be used to report emergencies or keep MSV informed of any changes to the itinerary.

If your child arrives at MSV and his/her class has left for a field trip, special accommodations will not be made for your child to attend the field trip.

Video Watching

TV and video-viewing is kept to a minimum at MSV. Any videos shown are "G" rated. Children who do not wish to watch the movie are given other play options. Generally TV and video viewing are reserved for inclement weather days where outside activities are restricted and holiday parties.

Swimming Program

A swimming program may be offered to the ELC students during the summer months. This program may be in session two to three days per week and will be led by a certified life guard. The children will remain in the 3 foot deep end where they can touch and each class will have two lifeguards in the pool to support. This program will be offered at no additional cost to families.

ELC Garden

Within the ELC playground area, we have a program garden that children, staff, and families will plant vegetables, fruits, and other plants and flowers. Staff will plan and implement garden activities in their lesson plans, children will spend classroom and outside time in the garden, and there will be events and opportunities for families to spend time in the garden as well. All three preschool classrooms will utilize the garden.

Potty Training

Children who are not potty trained and wear pull-ups are allowed to attend the program. MSV asks that parents provide a sufficient amount of diapers and/or pull-ups, as well as wet-wipes, for any given week of the child's attendance. We follow universal precautions when changing a child and children are not given consequences for toileting accidents. Some toilet training techniques may take place with MSV staff in conjunction with parents' and/or legal guardian's cooperation and follow through at home.

Classroom Supplies and Lesson Plan

Classroom toys and materials are purchased based on several criteria. Toys and materials must be appropriate for classroom use according to state regulations and the Early Childhood Education Rating Scale (ECERS) for preschool students aged 3 years to 8 years.

Staff plan lessons and activities that are child centered and play based. Data from the assessment tool Teaching Strategies Gold will be used to plan and develop weekly lesson plans and materials provided in each classroom. This allows for appropriate developmental activities for each child. Lesson plans are posted in each classroom.

Family/Teacher Communication

Daily communication is maintained through emails and check-in's during drop-off and pick-up. Parents are also welcome to set up additional meetings with the ELC Director or teacher at any time. Every effort will be made to send out daily emails for each child.

Monthly classroom newsletters will be set home via email at the beginning of each month.

Parent-Teacher conferences are scheduled four times per year or at the parents' request. Teachers utilize Teaching Strategies Gold Assessment Tool, anecdotal notes, and naturalistic observations to regularly monitor the developmental progress of each child. If it is determined that a child may be in need of additional screening or testing the ELC program will make a referral or offer referral information as appropriate.

Family/Program Communication

The ELC Director is available to meet with individual families should any family have any question or concerns. Weekly emails will be sent to every family regarding programmatic updates. Families will also receive updates from the app Bloomz. Monthly menus are posted in each classroom and hard copies can be available upon request.

Opportunities are provided for families throughout the year to encourage parents to get to know their teachers and community better.

Family satisfaction surveys are sent out to families twice a year (April and October). The ELC leadership team will utilize the survey results to build the program quality improvement plan. Once a quality improvement plan is created, the ELC Director will share survey results and the quality improvement plan with all ELC families.

Mount Saint Vincent's Religious Background

Mount Saint Vincent as an agency began as an orphanage over 130 years ago under the Sisterhood of Charity of Leavenworth Kansas. Although we are still under the Sisterhood of Charity health system umbrella, no religious aspect is included or taught in our preschool program.

Volunteer Policy

MSV encourages parents and guardians to be an active participant in their child's learning. Parents and guardians are welcome to volunteer in the classroom, on field trips, or at program events whenever they are available. Volunteering in the classroom could include reading books, leading a center, planning a center, or just playing with the children. Classroom connections are offered monthly to provide parents a time to come into the classroom but MSV has an open door policy and encourages parents and guardians to visit when they can.

The ELC on occasion has volunteers come in to work with the children. All volunteers placed in a classroom go through an extensive background check and are monitored by staff at all times.

Family/Staff Connection Outside of MSV

Should an ELC staff provide care for your child after school hours and off campus (i.e. babysitting, transportation); MSV is not responsible for anything that may happen during that time.

Children with Special Needs

MSV preschool enrolls children on a non-discriminating basis. Children having special medical needs will be admitted if space permits, appropriate accommodations can be made and a positive experience for the child can be ensured.

Based on developmental assessment and screenings, when necessary and with parent consent, our program regularly collaborates with community service providers, families, and school district personnel to develop school readiness plans, IFSP's, and IEP's that are tailored to meet the outcomes and goals needed for individual learning. Should families need services regarding mental health consultations or other specialties, we will work with internal resources or refer to external resources if necessary. We will provide families with resources needed.

If a family requires interpreter services, the ELC staff will collaborate with the family to access appropriate services.

Child Abuse

All child care providers are mandated BY LAW to report suspected child abuse or neglect. Any parent suspecting child abuse should contact the Denver County Child Protective Services at 1-800-264-5437.

Tuition and Registration Payment Policies

There is a \$100, non-refundable, registration fee per child due at the time the child is added to the waitlist or at the time of enrollment.

Monthly tuition is due on the first business day of the month. MSV accepts check or automatic credit card payment for tuition. There is a \$20 late fee for payments received after the fifth business day of the month. If payment is not made by the fifth business day your child may not return to until payment is made in full. More than five late tuition payments may result in the child being discharged from the program. Postdated check are not accepted for tuition.

A fee of \$25 will be charged for any check returned due to insufficient funds. If more than two checks are returned in a year, subsequent payments must be paid by credit card or money order.

If a child discharges from MSV prior to the 15th of the month, the family will be responsible for half of that month's tuition. If a child discharges after the 15th of the month, the family will be responsible for the full month's tuition.

If a child is absent due to illness, vacation, emergencies, etc., the parent/legal guardian is expected to provide the full tuition stated in the Parent Acknowledgement and Agreement contract signed by the parent at enrollment.

If you are in need of ELC services during a day that is not included in your child's schedule and have approval in advance by the ELC Director, a drop-in rate of \$75 will be charged, and payment will be required on that same day.

Please keep in mind that we do not provide end of the year tax statements. Monthly statements will be sent home by the 20th day of every month. Mount Saint Vincent Early Learning Center rates are subject to change annually.

To insure we continue to provide small class sizes and high teacher to child ratios, our program usually sees a slight tuition increase each summer.

Financial Assistance

If you are receiving child care assistance (i.e. CCCAP) your monthly parent fees are due on your child's first school day of each month. The ELC Director will call the assigned caseworker if parent fees have not been paid after the third day. A delay in payment could affect your child care assistance. It is the parents' responsibility to have the CCCAP caseworker send reauthorizations to the ELC Director prior to the ending of the last authorized time period. If not, the parent is responsible for the regular monthly costs, and payment will be due at the child's first school day of the month.

Should your family need financial assistance at any time we ask that you request a Financial Hardship form from the Early Learning Center Director. This form will be reviewed by the ELC Director, Clinical Director, and the MSV Executive Director.

MSV Early Learning Center is a partner with Denver Preschool Program (DPP). In your child's last year of preschool before kindergarten Denver Preschool Program helps families pay for high quality education. The amount of support provided by DPP depends on your family's size and income. For more information please visit the DPP website.

Arrival and Departure Procedures

Parents/guardians must sign their child in and out each day in accordance with Colorado State Licensing Requirements. Please bring your child into the center and have his or her presence acknowledged by a teacher. The parent/guardian must let a staff member know that you are taking a child off the premises. All individuals picking up a child must have written authorization to do so, a valid ID, and must follow sign in and out procedures.

Key Cards

Each family at the time of enrollment will receive key cards that will allow them onto the MSV campus through the vehicle gate, onto the preschool playground, and into each classroom. Each family may have up to three badges, the first badge is free and the additional two badges are \$2 each. Keycards must only be used by the person assigned to it. Please do not pass your key cards around, this allows anyone to access our campus and compromises the safety of children and staff.

Should a key card stop working (deactivation, damaged) please let the ELC Director know. The first time a key card breaks a parent can receive a new card for free. If a key card breaks a second time, the family will be charged \$2 to replace the badge. If a key card is lost, parents/guardians can receive a new one at a charge of \$5.

Late Drop-off

Drop-off times are between 7am and 9am for our extended day program and 8am and 9am for our full day program. Please communicate with ELC staff via phone or email if your child will be arriving after 9am. When emailing your lead teacher please include the ELC Director on the email as well. Children are not permitted into the program after 9am unless communication has been made with ELC staff. This is to ensure proper maintenance of teacher to student ratios. Each family will receive one warning regarding the late policy. ELC staff will document this by writing down the date, time, and who dropped off late on the Late Drop-Off documentation form. Staff will then ask the parent to sign and date to acknowledge they received their reminder. The second time a child arrives late at school, they will be asked to stay home for the day. Parents may contact the following people to inform the ELC their child will be late:

- ELC Director-Rachel Gillen: rgillen@msvhome.org or ext. 363
- Child's lead teacher
 - Meadow Class: sreynolds@msvhome.org or ext. 236
 - Jungle Class: kpayne@msvhome.org or ext. 361
 - Ocean Class: mnguyen@msvhome.org or ext. 201
- MSV's front desk-ext. 211

Late Pick-Up

At closing time a final head count will be conducted. If your child is not signed-out of the program by the closing time (extended day 6pm, full day 3:30pm) a fee of \$2.00 will be charged every minute you are late. If you arrive after your child's assigned pick-up time, your name will be highlighted on the sign-in sheet to inform the ELC Director that a late fee must be charged. More than five late pick-ups may result in the child being discharged from the program. Please note, if an ELC staff member does not answer the phone, please leave a voicemail letting staff know that you will be late. A phone call or voicemail does not waive the late fee. MSV follows a procedure for all children left after closing time: If you do not notify the program that you will be late and you are late by more than 15 minutes, the remaining staff will begin to call the emergency contacts listed in the child's file. If verification cannot be made that the one of the contacts will arrive for the child after 60 minutes, the ELC Director will be notified and the Department of Social Services will be called. Parents can contact the following to notify staff of their late arrival:

- ELC Director-Rachel Gillen: rgillen@msvhome.org or ext. 363
- Child's lead teacher
 - Meadow Class: sreynolds@msvhome.org or ext. 236
 - Jungle Class: kpayne@msvhome.org or ext. 361
 - Ocean Class: mnguyen@msvhome.org or ext. 201
- MSV's front desk-ext. 211

Withdrawal

When permanently removing your child from the MSV Early Learning Center, parents/guardians are asked to give 2 weeks' notice to the ELC Director. If proper notice is not given families are still obligated to pay for the full month of tuition.

MSV Early Learning Center reserves the right to give notice to parents regarding the permanent removal of a child from the program; parents will receive notice in writing with an identified last date of enrollment.

Graduates will be allowed to stay at MSV through the summer; they must be discharged from MSV by August 31st.

USDA Food Program

Mount Saint Vincent follows USDA guidelines for all food served to children. If your family has personal beliefs that prevent a child from adhering to USDA guidelines, MSV will need a written and signed letter stating this to keep in the child's file.

Breakfast for our extended day program is served from 8am to 9:00am. No breakfast will be served after 9:00am. A morning snack will be provided for our full day program. Lunch for our full day program is at 11am and our extended day program eats at 11:30am. Snack will also be provided for each classroom. The full day program will receive snack at 1pm and the extended day program will receive snack at 2:15pm.

Should your child have allergies to certain ingredients or foods, some special dietary needs will be met by the MSV kitchen staff with advance notice. Parents and/or legal guardians are allowed or may be asked (depending on the allergy) to provide their own meals and snacks for their child after consulting with MSV Staff.

Concerns or Grievances

Should any issues or concerns arise regarding our preschool program or with specific staff members, MSV asks that you first contact the Early Learning Center Director. If for some reason this is not possible, contact the Early Learning Center Executive Director, Megan Cook. If you feel your concerns have not been sufficiently addressed, please contact Mount Saint Vincent's Executive Director. The names and phone numbers of each person in these positions may be obtained at the front desk. To file a complaint about this facility contact:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman St.
Denver, CO 80203
(303) 866-5700

I have read and agree to abide by Mount Saint Vincent's Policies and Procedures.

Parent/Guardian #1 Signature

Date

Parent/Guardian #2 Signature

Date

6 month paperwork review:

Parent/Guardian Signature

Date



Mount Saint Vincent Early Learning Center Contact Information

ELC Director-Rachel Gillen
rgillen@msvhome.org
303-458-7220 ext. 363

MSV Front Desk-(303)458-7220 ext. 211
Monday through Thursday 8am-5pm
*Friday 8am-4pm

Jungle Class Staff-(303)458-7220 ext. 361
Lead Teacher-Kasandra Payne
kpayne@msvhome.org
Office-303-458-7220 ext. 203

Teacher-Desiree Uttke
duttke@msvhome.org
Office-303-458-7220 ext. 203

Meadow Class Staff-(303)458-7220 ext. 236
Lead Teacher-Samantha Reynolds
sreynolds@msvhome.org

Teacher-Rebecca Cernius (8:45am-4:45pm)
rcernius@msvhome.org
Teacher-Jamie Cato (10am-6pm)
jcato@msvhome.org

Ocean Class Staff-(303)458-7220 ext. 201
Lead Teacher-Mary Nguyen
mnguyen@msvhome.org

Teacher-Colin Karlix (9:30am-5:30pm)
ckarlix@msvhome.org
Teacher-Jessica Quitmeyer (10am-6pm)
jquitmeyer@msvhome.org

ELC Float Staff
8am-4pm Float: Sarah Carrithers



Early Learning Center Tuition

Payments: Monthly tuition is due on the first business day of each month. If payment is not received by the second business day of the month enrollment will be suspended until payment has been received in full. Mount Saint Vincent Home accepts Visa, Master Card, and American Express. Checks and money orders should be made payable to Mount Saint Vincent Home. **Please note that we are unable to accept cash payments.**

Registration Fee: \$100.00 (non-refundable) due at the time of enrollment or when child is added to the waitlist.

Full Day Program (8am-3:30pm):

<i>Number of days per week</i>	<i>Monthly Rate</i>
5 days	\$847.00
3 days	\$695.00
2 days	\$495.00

Extended Day Program (7am-6pm):

<i>Number of days per week</i>	<i>Monthly Rate</i>
5 days	\$1,080.00
3 days	\$886.00
2 days	\$633.00

Additional Rates:

Drop-in (only made with prior arrangements)	\$75.00 per day
Sibling Discount	10% off second child's monthly tuition
MSV Employee Discount	20% off monthly tuition

Tuition Credits: We are a proud partner of the Denver Preschool Program! If you are a Denver resident and your child is four years of age we encourage you to log onto www.dpp.org to sign up for tuition credits!



Mount Saint Vincent Early Learning Center PARENT ACKNOWLEDGMENT AND AGREEMENT FORM

(This agreement form must be signed and delivered to the center upon enrollment.)

My child, _____, is enrolled to attend the days of the week circled below and I have provided the times of day my child will be present: I can be reached at the following:

Phone Number _____ Email _____

Child's Birth date _____ Start Date _____

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

Times: _____ _____ _____ _____ _____

I understand that my child's tuition rate may change as programs, days, and tuition rates change. If I desire to change the days and/or times my child attends the ELC, it is my responsibility to obtain approval from the ELC Director and sign a new Agreement Form. I understand that I may not drop a day from my schedule unless another child is available to pick that day up. At present, in order to cover payment for services, I understand that the amount of \$_____ is due no later than the first business day of each month's service. If I should not be able to pay on time, I am aware that the child named above will not be able to attend MSV. In such a case I will need to contact the ELC Director regarding payment in order to reestablish services. (NOTE: I have seen Policies & Procedures for additional fees I may be responsible for.) **I also understand that I am responsible for tuition on days my child is out (ill, vacation and/or days off). I will still pay the full month's tuition.** _____

(initial)

All costs and charges have been explained to my satisfaction. Any information provided by me to be used in determining financial liability is true and current to the best of my knowledge.

I have read and understand the **PARENT HANDBOOK / POLICIES & PROCEDURES** information as presented in the previous pages, and I agree to follow all policies, tuition and fee procedures.

Parent /Legal Guardian Signature

Parent /Legal Guardian Print Name

Date

Parent /Legal Guardian Signature

Parent /Legal Guardian Print Name

Date



Developmental History

Child's Name: _____ Birth date: _____
Last First M Mo/Day/Yr.

Describe your child briefly (physical appearance, personality, abilities)

Does your child take any type of medications? If so, what medication and why? _____

Daily Routine and Behaviors:

Describe your child's typical daily schedule _____

Is your child toilet trained? _____ What is used at home? _____

Is your child still wearing pull ups? If so, what time? _____

Does your child eat unassisted? _____ Does he/she enjoy eating? _____

Are there any specific foods that your child cannot eat? _____

Does your child have a "fussy" time? _____ If so, when? _____

How is it handled? _____

Does your child take naps? _____ From when to when? _____

What does your child take to bed with him/her? _____

What is her/his mood upon awakening? _____

What methods of discipline do you use when your child behaves in a way that you don't approve of?

Who does most of the disciplining? _____

Social Relationships:

Has your child had experience playing with other children? _____

By nature is she/he friendly? _____ Aggressive? _____ Shy? _____ Withdrawn? _____

How does he/she get along with brothers and sisters? _____

Other adults? _____

With what age group does your child prefer to play with? _____

Does he/she appear to enjoy being alone? _____
How does he/she relate to strangers? _____
Does he/she demand a lot of adult attention? _____

Feelings and Expression:

What upsets your child? _____
What frightens your child? _____
How does your child show feelings? _____
Animals? _____ People? _____ Loud Noises? _____
Rough Children? _____ Darkness? _____ Storms? _____

Name your child's favorite toys and activities at home. _____
Does he/she like to be read to? _____ Listen to music? _____
Does he/she prefer to play outdoors? _____
Can he/she ride a tricycle? _____
Please list your child's favorite activities. _____

Other comments: _____

In what particular ways can we help your child this year? _____

How did you hear about Mount Saint Vincent Early Learning Center? _____

The information on this Early Learning Center Admissions and Developmental History form is correct and filled out to the best of my knowledge

Signature of Parent/Guardian filling out this form **Date**

6 month paperwork review:

Signature of Parent/Guardian **Date**



Family and Child's Information

Child's Name							
Birthdate		Age		Gender			
Address				City/State		Zip Code	
Start Date		Extended/Full Day		Schedule		Tuition	

Parent/Guardian 1							
Address				City/State		Zip Code	
Home Phone				Cell Phone			
Place of Employment							
Employer's Address							
Work Phone							
Email Address							
Special Instructions of how to be reached during program hours							

Parent/Guardian 2							
Address				City/State		Zip Code	
Home Phone				Cell Phone			
Place of Employment							
Employer's Address							
Work Phone							
Email Address							
Special Instructions of how to be reached during program hours							

Office Use Only	
Paperwork Completed:	6 month review:



Emergency Contact and Authorized Pick-Up

Emergency Contact (Who may assume responsibility in the event you cannot be reached)

Name		Relationship	
Home Phone		Work/Cell Phone	
Name		Relationship	
Home Phone		Work/Cell Phone	

Additional Pick-up Authorization (In addition to the above, the following people may pick up my child: (Please update as need)

Name		Relationship	
Home Phone		Work/Cell Phone	
Name		Relationship	
Home Phone		Work/Cell Phone	
Name		Relationship	
Home Phone		Work/Cell Phone	

Office Use Only

Paperwork Completed:

6 month review:



Health Information

Information Required by Law (Please fill out this section completely)

Resources for Health Care Providers available upon request

Do you have health insurance coverage?			
Family Doctor		Phone	
Address			
Last Vision Exam		Last Hearing Exam	
Dentist		Phone	
Address			
Last Dental Exam			
Please list any allergies or restrictions your child might have?			
Requests for child's special diet			
Please list any operations, chronic medical problems, or other serious illnesses your child may have had or currently has.			
Please list any special considerations for your child			
Please list any medications your child is taking			

Office Use Only	
Paperwork Completed:	6 month review:



Parent/Guardian Authorization for Emergency Medical Care

When a student is injured or ill and requires immediate attention, the Fire Department Paramedics will be called. If a parent or guardian cannot be contacted, we, the undersigned parents/guardians of the child identified herein, authorize officials of Mount Saint Vincent Early Learning Center to

contact directly, the physician of our selection. We authorize the Paramedics or physicians named herein to render such treatment as said paramedics or physicians deem reasonably necessary in an emergency. Following emergency treatment by the paramedics, in the event the physician herein cannot be contacted, or I/we are unable to give or express our consent at such time with reference to any other physician, we hereby consent to authorize the officials of the school district to contact any licensed physician. We hereby authorize said physician to render such treatment as may be deemed reasonably necessary, in what may be considered an emergency, for the health of the aforesaid child. Expense incurred as a result of emergency ambulance use or treatment by the physician will not be borne by the school or school personnel.

Parent/Guardian Signature: _____

Print Name: _____ Date: _____

Please Circle or write in your hospital choice below:

Denver Health

777 Bannock Street Denver, CO 80204
(303) 436-6000

Exempla St. Joseph

1835 Franklin Street Denver, CO 80218
(303) 837-7111

Health One Rose Hospital

4567 East 9th Avenue Denver, CO 80220
(303) 320-2121

Presbyterian St. Luke's

1719 East 19th Avenue Denver, CO 80218
(303) 839-6000

Children's Hospital

13123 East 16th Avenue Aurora, CO 80045

Other Hospital (hospital name, address, and phone number)



Authorization for Program Participation and Transportation

I have reviewed the policies and procedures for the Early Learning Center and agree to register my child. The information on this form is correct to the best of my knowledge, and the child herein described has my permission to engage in all prescribed before and after activities. It is my responsibility to update this information on a regular basis.

I give my permission for _____ to participate in the following which bear my initials:

My child may leave the school premises under the supervision of staff members for neighborhood walks and field trips. _____ (Initials)

My child may be transported by Mount Saint Vincent Early Learning Center for field trips of which I am notified in advance. _____ (Initials)

My child may have sunscreen, that I provide, applied prior to going outside, or the center may apply 30 SPF sunscreen. _____ (Initials)

My child may view occasional "G" rated videos. _____ (Initials)

My child may participate in the swimming program at MSV ELC. _____ (Initials)

I authorize MSV ELC teachers to photograph _____. These photographs are only to be used or posted within the agency i.e. in their individual files, classroom projects, classroom picture boards, etc.

I authorize MSV ELC teachers to release my email information to all classroom families on a classroom contact sheet. _____(Initials)

Parent/Guardian Signature

Date

6 month review:

Signature

Date



Automatic Tuition Payment

Type of Transaction/Request:
 (Highlight or Circle All that Apply)

ELC Statement”

Date Range

From:

To:

ELC Change Method of Payment from Check to Credit Card

ELC Change from Credit Card for Making ELC Payments

Other (please explain)

Name of Person Making _____

Contact Information:

Phone: _____

Email: _____

ELC Child's Name: _____

MSV Staff: _____

By signing this form, I authorize Mount Saint Vincent to process the credit card number below for amount indicated.

Amount: _____

Signature: _____

Date: _____

Credit Card Information			
Name on Credit Card			
Credit Card Number			
CSV Code (3 digit # found on the back of the card)		Credit Card Expiration Date	
Billing Address: Street Address			
City, State, and Zip			

Please provide the following items to the Early Learning Center Director prior to the first day of preschool.

- *Immunization Records*
- *Current Physical Form Signed and Dated by Physician*
- *Signed Policies and Procedures*
- *Signed Parent Acknowledgement and Agreement Form*
- *Completed Family and Child Information*
- *Completed Developmental History*
- *Completed Health Information*
- *Completed Authorization for Medical Care*
- *Completed Program Consent*
- *Completed Automatic Payment*
- *Completed Reunification Form*
- *Registration Fee (if not turned in at time of adding your child to the waitlist)*
- *First Month's Tuition*

Welcome to Mount Saint Vincent Early Learning Center!

